

Meeting Notes

**8/03/05 Eboard
Conference Call
10:00am – 10:38am**

In Attendance:

Bob Brooks, Susie Cullen, Eric Edwards, Matt Fengler, Becca McConnaughey,
Pat Ryan, Don Zimmer

Items sent before conference call:

- “Conference agenda workbook” from Eric Edwards
- “Living Document” from Matt Fengler
- Quote for computer costs from Matt Fengler
- “Budget Model” from Matt Fengler

Topics of Discussion:

- Matt said that the first mailing will be sent out today and should be to everyone by this weekend. Logos on mailer are CRAB, WSDOT, AWC and Association of Oregon Cities. We will send out second mailing in approximately four to five weeks and we need to have agenda complete by that time (agenda and registration will be attached).
- Conference Details:
 1. Computer Room:
 - No new information from Eric Edwards.
 - Don Zimmer has said that CRAB will provide sponsorship.
 - Quote from Bit by Bit sent to everyone on executive board on prices for computer rentals. Prices went up approximately \$30.00/unit from last year for a total bid amount of \$4033.37.
 - Don asked if we have pre-enrolled vendors. Eric has contacted vendors from last year and four have confirmed. Eric will know more about participation next week.
 - There are two computer rooms that are side by side. Each room has twelve computers that will seat at least two people each, for a (minimum) total of forty eight people. It is also possible to combine the two rooms into one if there was a large training.
 - One room is for training, one room for marketing. The marketing room is expected to pay for the computer room in full.
 2. Presentations:
 - Matt asks that ideas for presentations put in “living document” spreadsheet and sent back to Matt as an update. Write if idea is for computer room or non-computer room. Matt will manage this spreadsheet.

- Michael Buschmohle does have time open to give presentation on first day at an approximate cost of \$2000.00. Executive board will need to decide if we want to spend money for that.
 - Matt said Mr. Curtis from IMS will be able to present on first day at no charge.
 - Jim Sietz needs to be put on presentation spreadsheet. Bob said Jim could do presentation on agencies working together to promote pavement management (0.50 hour) and Bob could do presentation on City pilot programs (0.50 hour).
 - Matt suggested taking a look at Oregon's street utility tax.
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3. Registration:
- Initial registration is \$250.00/person. Each additional registrant from same agency is \$100.00.
 - Training on first day is \$75.00/person. This includes entire day of training, breaks included but no lunch.
 - Day registrants are \$150.00. Matt thought this should include lunch, everyone agreed.
 - Bob Brooks thought estimate for number of participants and sponsorships on "budget model" spreadsheet looked a little low.
4. Vendors:
- Matt asks that everyone look at vendor list worksheet in "Living Document" and see if you have any of the information that is needed (in blank cells).
 - Matt would like vendor list done by next week so he can send mailer to get more sponsorships and vendors.
5. General Discussion:
- First day to start at 8:30am.
 - Pat is putting together mailing list from eight different spreadsheets. It includes any vendors from the last three conferences.
 - Banking paperwork will be done while everyone is in Vancouver WA on August 10, 2005. We will need four or five people to be on signature card. Matt and Becca will need to be on card and three more people. We will talk at next weeks meeting about who else should be on card.
 - Meeting on August 10th will be at Hilton Vancouver at 10:00am. It is expected to last four to five hours.